ADMINISTRATIVE - INTERNAL USE ONLY

PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD ENDING
20 October - 26 October 1983

I.  Items or Events of Major Interest that have Occurred During the
    Preceding Week

    A.  Agency Telephone Directory:  Final revisions have been received for
the Fall, 1983 edition of the Agency Telephone Directory.  Page proofs will
be sent to the Office of Communications/Domestic Networks Division this week;
and after approval, printed copies are scheduled for delivery by mid-November.

    B.  Office of Central Reference (OCR) Support:  On 25 October, OL/P&PD
representatives met with the Chief/Information Services Group (ISG)/OCR to
discuss the conversion of Biographic Reports from NBI media to Wang floppy
disks.  On 1 November, OCR/ISG will totally convert to the Wang word proces-
sors, and a translation program for Wang-to-ETEC will be used to read Wang
disks and subsequently producing typeset Biographic Reports.  A communicating
Wang to VM capability is also available as a backup.

    C.  ETECS Edit-I and Release 4:  P&PD has completed the preliminary
documentation requested by Atex, Inc. for hardware and software requirements
for the upcoming Release 4 upgrade and the installation of the Edit-I System.
As of this writing, initial hardware is scheduled for delivery the later part
of December; and installation, testing, and training will take place through
March 1984.  The Office of Current Production and Analytic Support (O/CPAS)
is reviewing the placement locations for the Edit-I sixteen terminals and
four printers prior to P&PD initiating a request for conduit and coaxial
cable installation.

    D.  OL/P&PD - JPRS Agreement:  The Memorandum of Agreement between FBIS/
JPRS and OL/P&PD on the P&PD takeover of JPRS printing functions has been
signed by all parties.  A meeting of the two components is scheduled for next
week to begin preparation of an implementation plan.

    E.  Television Activities:  A memorandum has been distributed to DO
Support Officers through the SSA/DDA soliciting their responses to possible
requirements for the conversion of foreign standard videotape.

    F.  DDI/Current Reporting Group (CRG) Support:  In response to crisis
briefing requirements by the DI/CRG, OL/P&PD/ Photography Branch produced
over [          ] 30x40 briefing boards on the Saturday Midnight shift.          STAT

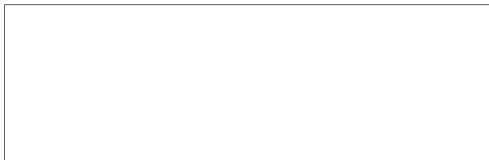ADMINISTRATIVE - INTERNAL USE ONLY

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II.  <u>Significant Events Anticipated During the Coming Week</u>

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C/P&PD/OL